



# E Bulletin September 2011

*Hope you and yours had a wonderful summer 2011 – best wishes for a great 2011-2012.*

## **REGULAR GENERAL MEETINGS – 2011-2012**

Library – Archie Stouffer E.S. – 10:30 a.m.

Saturdays: OCTOBER 15 2011, FEBRUARY 25, 2012 and MAY 5, 2012 – 10:30 a.m.

The Agenda, Minutes and handouts from our Meetings are available on our web site: [www.cupe997.ca](http://www.cupe997.ca) – Member Resources – Meeting Information.

N.B.: -- An Executive Committee motion will be coming forward for **debate and vote** to move the **salary and hours of work** for the position of **President** of CUPE Local 997 to the **highest salary band and wage adjustments** of the collective agreements effective September 1, 2011.

## **COLLECTIVE AGREEMENTS**

Visit our web site – [www.cupe997.ca](http://www.cupe997.ca) – Member Resources. Don't hesitate to contact your Chief Steward or the CUPE 997 Office for information - clarification regarding collective agreement items or TLDSB Policies/Procedures.

## **INCIDENTS/ACCIDENTS**

A reminder to review TLDSB Procedure (BU-3555) "Incident/Accident/Injury Reporting and Investigation Procedure" to ensure you correctly report incidents/accidents or injuries. If as a result of a workplace incident/accident you require medical attention and/or have lost time please contact the 997 Office. It is important all procedures/protocols of TLDSB and WSIB are followed correctly.

## **PERSONAL/COMPASSIONATE DAYS – FLOATING HOLIDAY**

The "annual" allotment of Personal/Compassionate Days is based on the school calendar year for 10 mos. employees (Sept – June) and the calendar year for 12 mos. employees (Jan – Dec). The "Floating Holiday" is based on the calendar year for all staff.

## **SICK LEAVE - RECORDS – INFORMATION**

It is imperative you accurately code on your time sheet the reason for any absence. This information is accessed for the calculation and tracking for the employer's attendance management program. We strongly recommend folks keep a record of all absences and check this information when the annual "Sick Leave Statements" are forwarded – by Nov 1 for 10 mos. staff and Mar 15<sup>th</sup> for 12 mos. staff.

## **BREAKS - SPLITTING LUNCHES**

Reminder - breaks are a bargained item. Ensure your paid breaks are included in your timetable and before you agree to split your unpaid lunch remember "uninterrupted" came forward because we said: "we need – we deserve" a minimum of 30 minutes of our own time ... our down time!

Breaks should be scheduled within the working hours recognizing that the purpose of a break is to provide relief from the work.

## **BLUE CROSS BENEFITS AND WEBSITE INFORMATION** – [www.medavie.bluecross.ca](http://www.medavie.bluecross.ca)

Have you ever had a pharmacist tell you that a prescription drug is not covered by Blue Cross and you have to pay the bill yourself? This happens sometimes when in fact the drug is covered by our plan but electronic processing of this drug is rejected. Have you ever been prescribed medical supplies or equipment? Many times these items are covered but again not electronically.

In both these situations you should complete the Blue Cross Claim Form and include the Paid In Full Prescription receipt and send it to Blue Cross.

Some drugs and many supplies and equipment that are in fact covered require you to fill the claim form and submit your claim by mail.

Are you logged in? You can register on the Blue Cross Website to find out the specifics of your coverage, track your claims and payments and claim history. [www.medavie.bluecross.ca](http://www.medavie.bluecross.ca) – English – at the right “E-Service Centre” – select “For Cardholders” – select “Go to secure site” in the Member Services section – follow the instructions to register for the first time.

Do you want to have your Blue Cross cheque direct deposited? If so, please contact Brenda Roberge at the Lindsay Board Office Ext 22174 for the form to complete.

## **CUPE COMPUTER INITIATIVE**

The laptops will be arriving in worksites during the month of September. Principals will be discussing with all CUPE staff where the computers will be placed for access-usage by CUPE staff only.

## **CUPE PD FUND**

Applications to the Fund must be received PRIOR to registration or payment and submitted a minimum of 2 weeks prior to registration close or event. A copy of the TLDSB Procedure is available on First Class – CUPE 997 Conference Site and an Information – Fact Sheet is posted in the Member Resources section of the 997 web site [www.cupe997.ca](http://www.cupe997.ca) – CUPE PD Fund. For information regarding the PD Fund don't hesitate to e-mail [pdfund@cupe997.ca](mailto:pdfund@cupe997.ca)

## **IT'S IMPORTANT – IT MATTERS – October 6, 2011**

Mark this date on your calendar – the Provincial Election. All funding for education is allocated by the Ministry of Education, listen – read, question all local candidates regarding their “position” and their “parties position” regarding “**publicly-funded schools**”. The policies of the governing Provincial Government will determine the funds forwarded to school boards and what these funds are allocated for.

## **DO YOU NEED ASSISTANCE?**

Don't hesitate to contact the 997 Office – 705-286-1156 – Toll Free – **1-877-838-CUPE (2873)** or your Chief Steward for assistance regarding our collective agreements, TLDSB Procedures.

Don't hesitate to contact us via First Class or our alternate e-mail addresses:

Lynn Raback                      President                      [pres@cupe997.ca](mailto:pres@cupe997.ca)

*Chief Stewards:*

Herb Pounder                      Custodian                      [custodian@cupe997.ca](mailto:custodian@cupe997.ca)

Kirk MacFarlane	Maintenance	<a href="mailto:maintenance@cupe997.ca">maintenance@cupe997.ca</a>
Wendy Gliddon	Office, Clerical	<a href="mailto:clerical@cupe997.ca">clerical@cupe997.ca</a>
Bill Campbell	Technical	<a href="mailto:technical@cupe997.ca">technical@cupe997.ca</a>
Debbie Gillan	Educational Assistants	<a href="mailto:ea@cupe997.ca">ea@cupe997.ca</a>

**CUPE Local 997 – 705-286-1156 – Toll Free – 1-877-838-CUPE (2873)**

*“Dreams are renewable.*

*No matter what our age or condition, there are still untapped possibilities within us  
and new beauty waiting to be born.”*

*– Dale E. Turner*